



NEW JERSEY FFA ASSOCIATION

New Jersey Department of Agriculture
Office of Agricultural Education
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Dear 2016 State FFA Convention Delegates:

Congratulations on being chosen as a delegate for the 87th New Jersey State FFA Convention! The role of a delegate is essential to the success of convention. During your time as a delegate, you will be responsible for making decisions that will not only impact your chapter but all of New Jersey's more than 2,600 members from 37 chapters statewide. Your role at convention is to not only contribute to the delegate process but also to showcase your leadership skills and enthusiasm for the FFA. As a delegate you serve as a role model for other members. Whether delegates are dancing in front of the stage at the beginning of sessions, pumping up members with excitement for sessions, or standing and cheering for awesome speakers or FFA members, state convention delegates serve as the heart and soul of the convention with some of the best seats in the house. Your enthusiasm and excitement is what will make this year's convention a success! I ask that you help me show the members how fun and exciting the New Jersey FFA State Convention can truly be.

The materials that are included in this packet will aide in your understanding of the delegate process, so I ask you to review them and discuss them with your advisor. In doing so you will be more informed and better able to make sound decisions at convention. You should also review the rules of parliamentary procedure. This will be crucial to your understanding of what occurs during the business sessions at convention. A summary of the motions has been enclosed for your reference.

Please find the following items in your delegate packet. Bring this material to the delegate meeting on Wednesday, May 25 at 6:00 pm in Pollak Theatre. See you then!

2016 State Convention Delegate Checklist

- _____ **Introductory Delegate letter**
- _____ **Schedule for Delegates**
- _____ **Chapter Committee Assignments**
- _____ **Constitutional amendment for consideration at National Convention**
- _____ **Useful Information for Delegate Business Session**
- _____ **Summary of Motions**
- Also Bring:**
- _____ **Notebook**
- _____ **Pens and Pencils**
- _____ **FFA Manual**
- _____ **Calendar to mark important dates**

Please review the enclosed material carefully. We encourage you to bring discussion to the delegate business meeting during the convention. If you have any questions, contact Mrs. Erin Noble, State FFA Specialist, at 877-243-3332 or myself at hopecahill94@gmail.com. The 2015-2016 New Jersey State FFA Officers look forward to your attendance and participation!

Sincerely,

Hope Cahill
2015-16 New Jersey State FFA President

2016 DELEGATE SCHEDULE

Wednesday, May 25, 2016

- Nominating Committee:** 1:00 pm – Pollak Theatre Room 139
- Delegates arrive:** 1:00 pm – Registration
- Dinner:** 5:00 to 5:45 pm – Anacon A/B
- Delegate Orientation:** 6:00 pm – Pollak Theatre, Auditorium
- First Session:** **(Delegates in seats at 7:15 pm)**
7:30 pm – Pollak Theatre, Auditorium
Keynote Speaker: Shannon Norris
FFA Scholarship Presentations

Thursday, May 26, 2016

- Second Session:** **(Delegates in seats at 8:15 am)**
8:30 am – Pollak Theatre, Auditorium
- Committee Meetings: 10:00 am**
- **Constitution, Bylaws and POA**
Hope Cahill, State FFA President
Location: Bey Hall, Room 228
 - **CDE Review and Evaluation**
Myranda Bond, State FFA Treasurer
Location: Pozycki Hall, Room 206
 - **Membership and Chapter Relations**
Hannah Mann, State FFA Vice President
Location: Pozycki Hall, Room 204
 - **State Leadership Activities**
Alyssa Ferraro, State FFA Parliamentarian
Location: Bey Hall, Room 230
 - **State Convention Evaluation**
Kyle Fisher, State FFA Executive Committee
Location: Bey Hall, Room 231
 - **State FFA Applications**
Tyler Kohlhaas, State FFA Sentinel
Location: Bey Hall, Room 229
 - **Hort Expo Review and Evaluation**
Morgan Rutar, State FFA Secretary
Location: Pozycki Hall, Room 205
- Delegate Business Session*** 1:00 pm – Pollak Theatre, Auditorium
including Committee Reports

Third Session: **2:30 pm** – Pollak Theatre, Auditorium
Convention Event Awards

**CDE Awards
Ceremony &
Talent Review** **4:30 pm** – Pollak Theatre, Auditorium
Career Development Event Awards

Fourth Session: **(Delegates in seats at 7:15 pm)**
7:30 pm – Pollak Theatre, Auditorium
Keynote Address: Abbey Gretsch, National FFA Southern Region Vice
President
NJ FFA Association Annual Report
Honorary Garden State FFA Degree Ceremony

***Delegate Business Session** This session will be conducted if needed following the Fourth
Convention Session

Friday, May 27, 2016

Fifth Session: **(Delegates in seats at 8:15 am)**
8:30 am – Pollak Theatre
Chapter Evaluation Awards
Distinguished Service Awards
State Proficiency Award Presentations
Garden State Degree Ceremony
Nominating Committee Report
Installation of 2016-2017 State FFA Officers

Committee Assignments

Chapter	Region	Delegate #1	Delegate #2
Allentown	Central	B	C
Bankbridge Regional	Southern	E	G
BCIT- West Vet	Central	E	A
Belvidere	Northern	F	A
Bergen County Academies	Northern	A	E
BTHS	Central	E	F
Buena	Southern	F	G
Camden Pennsauken	Southern	D	G
Camden Tech East	Southern	E	F
Cape May County Tech	Southern	C	F
Cumberland Regional	Southern	B	G
Delsea Regional	Southern	F	G
Essex County VTS Agriscience	Northern	A	F
Freehold	Central	B	C
Hackettstown	Northern	A	C
Hunterdon County PolyTech	Northern	E	A
MCTS Sypek Center	Central	F	A
Middlesex East Brunswick	Central	B	D
Middlesex Piscataway	Central	A	G
Monmouth County	Central	C	G
Newton	Northern	B	F
North Warren	Northern	C	G
Northern Burlington	Central	G	D
Northern Burlington Middle	Central	E	B
Ocean County	Southern	D	E
Pemberton Township	Central	A	E
Penns Grove	Southern	C	B
Phillipsburg	Northern	D	C
Salem Co. V.T.	Southern	B	D
Somerset	Northern	A	E
South Hunterdon	Northern	B	D
South Hunterdon Middle	Northern	G	F
Sussex County	Northern	C	D
Union County	Northern	G	D
Warren Hills	Northern	B	A
Woodstown	Southern	C	D

KEY TO COMMITTEES:

- A. Constitution, Bylaws and Program of Activities
- B. Career Development Event Review and Evaluation
- C. State Applications
- D. State Leadership Activities
- E. State Convention Evaluation
- F. Membership and Chapter Relations
- G. Horticultural Exposition Review and Evaluation

**2016 Proposed Amendments
for the By-Laws of the New Jersey FFA Association, Inc.**

Submitted by the Allentown FFA Chapter

AMENDMENT #1:

Bylaws: Article III- State Officers, Section A.

CURRENT: “All State Officer Candidates will be reviewed, evaluated and recommended for state office by a designated nominating committee, which shall consist of 6 delegates, two delegates from each FFA Region in New Jersey as stated in Article VII, Section A. The nominating committee process shall be coordinated and advised by the state executive committee chair, an alumni officer, the State Advisor, or a past state officer with active membership.

1. The State Officers shall be elected annually from members holding the Garden State FFA Degree.
2. A member may be an officer not more than two times. Once a member is elected president, he/she may not hold state office again, but may become chairperson of the executive committee.
3. The executive committee shall consist of immediate past state officers who are elected annually at the State FFA Convention. State Officers who wish to serve on the executive committee shall submit a written request to the nominating committee.”

PROPOSED: Add a fourth item, “*4. No elected State Officer, concurrently enrolled as a student in high school agricultural education courses, shall participate in any way a Career Development Event which purpose or objective would give a State Officer leverage in any unfair way through direct training conducted by the Association itself.*” so that Article III, Section A should read:

“All State Officer Candidates will be reviewed, evaluated and recommended for state office by a designated nominating committee, which shall consist of 6 delegates, two delegates from each FFA Region in New Jersey as stated in Article VII, Section A. The nominating committee process shall be coordinated and advised by the state executive committee chair, an alumni officer, the State Advisor, or a past state officer with active membership.

1. The State Officers shall be elected annually from members holding the Garden State FFA Degree.
2. A member may be an officer not more than two times. Once a member is elected president, he/she may not hold state office again, but may become chairperson of the executive committee.
3. The executive committee shall consist of immediate past state officers who are elected annually at the State FFA Convention. State Officers who wish to serve on the executive committee shall submit a written request to the nominating committee.”
- 4. No elected State Officer, concurrently reenrolled as a student in high school agricultural education courses, shall participate in any way a Career Development Event which purpose or objective would give a State Officer leverage in any unfair way through direct training conducted by the Association itself.”**

RATIONALE FOR AMENDMENT:

This amendment has been proposed in order to ensure the fair practice and conduct of Career Development Events. It is the recommendation that any State Officer, concurrently enrolled in high school, should not be able to compete in individual events that call for use of talents amplified or improved through direct training provided by the New Jersey State FFA Association, so that chapter members are not out-scored by possible conflict of interest. Team CDEs have not been included due to the fact that a team competition involved more variables than the one individual who may have received special training. Personal CDEs, that do not involve the use of oratory or public presentation talents (i.e. Tractor Driving, etc.) would be permitted. This amendment is strictly to ensure that each member competing has not obtained any beneficial involvement by the State.

STATE FFA EXECUTIVE BOARD RECOMMENDATION:

The State FFA Executive Board recommends voting in opposition of this amendment.



Useful Information for the Delegate Business Session

The Meaning of “Motion”

The primary purpose of the delegate business session is for the delegates to make decisions. To begin the process of making any decision, a member offers a proposal by “making a motion.” A **motion** is a formal proposal by a member, in a meeting, that the group take a certain action.

How a motion gets before a group

How to make a main motion

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State “**I move that . . .**” or “**I move to . . .**” and then clearly describe the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not a vague idea.

How to second a motion

Once a member makes a main motion, it must be seconded to be considered by the group. This shows that at least two members want the motion considered. If there is no second, the motion dies and is not put before the group for discussion.

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State “**I second the motion**” or “**Second**”

Some other motions you may hear in the delegate business session

Amendments

Amendments are used to modify the wording, and within limits, the meaning of the motion on the floor. Amendments should say exactly where the change is to be made and precisely what words to use. To make this motion, you would state “**I move to amend the main motion by . . .**” and then you would identify what you want to do. This action can include adding words, striking out words or adding and striking out words. An amendment may not change the original intent of the motion. The vote on the amendment *does not* decide whether the motion will be adopted, only whether the wording in the motion will be changed. After an amendment is adopted, the motion as amended can be further debated. If an amendment is adopted, a vote will be taken on the main motion as amended. Only if the motion as amended passes will the group decide to do what was proposed.

Previous Question

The adoption of previous question immediately closes debate and also prevents the making of any amendments. It may be made at any time while a debatable amendment is on the floor. Since it limits a member's rights, the motion for previous question requires a two-thirds vote. It is not debatable. The proper wording to close debate and immediately vote on the motion on the floor is to say, “**I move the previous question.**” If previous question passes, the main motion will get voted on immediately. If previous question fails, discussion may continue on the main motion before voting on it.

Division of the House

When you, as a delegate, reasonably doubt the result of a voice vote, you have the right to demand that the vote be re-taken as a counted vote, by calling division of the house. Immediately following the vote and prior to the next action of the chair, you would call out “**Division of the house.**” No second is needed and once called the chair proceeds to give directions for a counted vote.

Voting

Majority

A **majority vote** is normally required to adopt a motion or to elect office. It is defined as “one more than half of the votes cast by persons legally entitled to vote.” The result of a majority vote is decided through a voice vote.

Two-thirds

A two-thirds vote is required in particular circumstances, most notably to suspend the rules or to limit, extend, or close debate. It is defined as “at least two-thirds of the votes cast by persons legally entitled to vote.” Whenever a two-thirds vote is required to pass a motion, the chair will take a standing vote.



Summary of Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring a Question Again Before the Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - 2/3 vote, standing rules - majority vote

(3) Refer to *Robert's Rules of Order Newly Revised* (10th edition) for rule(s)

(4) Refer to CDE rule #9 before using these motions in the demonstration

The parliamentary procedure career development event committee developed information on the chart by using *Robert's Rules of Order*.

For more information on parliamentary procedure, see the *FFA Student Handbook*, which contains a complete chapter on the subject.

Even more detail on the subject is available in parliamentary procedure books such as *Robert's Rules of Order*.